

APPROVED
VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS
MEETING ON DEATH CERTIFICATES
MEETING MINUTES

A meeting regarding death certificates was convened on Thursday, May 13, 2010 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 201, 2nd Floor, Conference Room #1, Henrico, Virginia.

The following Board member was present:

Willard D. Tharp, FSP

DHP staff present for all or part of the meeting included:

Lisa R. Hahn, Executive Director
Elaine J. Yeatts, Senior Policy Analyst
Annie B. Artis, Licensure Operations Manager

Representative from the Office of the Attorney General was present for the meeting:

Amy Marschean, Senior Assistant Attorney General

Other Persons Present:

Leah Bush, M.D., M.E., Medical Examiners Office
Janet Rainey, Director, Bureau of Vital Statistics

CALLED TO ORDER

Mr. Tharp called the meeting to order.

Welcome and Discussion

Ms. Hahn and Mr. Tharp greeted and welcomed everyone for coming to the meeting and gave a brief overview of the meeting that was held on April 30, 2010 in regard to death certificates.

The minutes from the April 30, 2010 meeting were reviewed and issues were discussed as well as possible solutions. A "things to do list" was developed for persons to complete and bring back to the next meeting scheduled for June 16, 2010 at 1:00 p.m.

Ms. Rainey

- Have IT team from Vital Statistics present the tutorial on June 16, 2010 in regard to electronic death certificates;
- Provide a prototype for filing electronic death certificates by the end of the year;

- Provide a cover letter on death certificates and forward the Board a sample letter from Vital Records with all required Codes listed;
- Delete the language from the death certificate that instructs the physician to sign as soon as possible and replace this language with the 24 hour statutory requirement. Provide the Board of Funeral Directors and Embalmers with the new verbiage so the board can relay this information to the licensees to make the necessary changes to the computer generated death certificates.
- Provide the specifications for paper weight and size as well as the size of the punched holes for the death certificate paper;
- Contact the local Registrar by letter, copy Randy Minter, President of the Funeral board and place a phone call to authorize the use of green border death certificates to be left at hospitals.
- Begin the process of enforcing civil penalties as mandated by 32.1-27 for the physicians that do not sign within 24 hours;
- Print out the tutorial that has been developed by your office and give copy to Ms. Hahn;
- Provide article to the committee in regard to physician liability related to death certificates.

Dr. Bush

- Assist Ms. Rainey with creating & imposing civil penalties for physicians who violate Code under 32.1-27 and on creating verbiage on death certificates indicating they must be signed within 24 hours of death;
- Put in a formal request to the Board of Medicine to add verbiage on physician's renewal card to ask if they are interested in becoming a local medical examiner;
- Offer a 2-hour CEU course to physicians three times a year on death certificates;

Ms. Hahn

- Place a copy of sample letter that will accompany death certificate in the Board's newsletter or on the board's website;
- Send an e-mail to Dr. Bush and Ms. Rainey providing bullet points of the issues discussed;
- Place Ms. Rainey on the June 16th meeting to provide a 20-30 minute presentation on electronic death certificates;
- Assist Ms. Yeatts with drafting new statutory language for death certificates.

Ms. Yeatts

- Draft new language for the Code in regard to death certificates and making it unprofessional conduct for physicians to fail to sign death certificates within 24 hours.

Ms. Marschean

- Assist Ms. Yeatts and Ms. Hahn with drafting new language

Mr. Tharp and Ms. Hahn thanked everyone for attending the meeting.

ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 11:40 a.m.

Willard D. Tharp, FSP, Chair

Lisa R. Hahn, Executive Director

DATE

DATE